

## MINUTES OF THE MEETING OF THE LOCAL GOVERNING BODY MEETING HELD ON THURSDAY 22<sup>nd</sup> JUNE 2023, 6PM AT BOSWORTH ACADEMY

### Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED SPOKE ROLE	IN ATTENDANCE
Emma Hollis Brown (EHB)	Community	31.08.2025	Chair	Y from 18:33
Rosalind Goldson (RG)	Community	20.09.2024	Vice Chair/SEND, LAC	Y
Simon Brown (SB)	Headteacher (HT)	Ongoing	Headteacher	Y
Kate Grocock (KG)	Parent	09.12.2023	Learning spoke	Y
Colin Crane (CC)	Community	05.12.2024	Support spoke- Safeguarding	Y
Balbir Singh Ram (BSR)	Parent	07.07.2026	Experience spoke	Y
Michael Winterton (MW)	Staff	07.07.2026	Experience spoke	Y
Sadia Soni (SS)	Community	15.09.2025	Support spoke and pupil premium	Y
Peter G Crowe (PC)	Community	23.11.2026	Leadership spoke	Y
Gareth Lapworth (GL)	Community	23.11.2026	Leadership spoke- Finance	Y
Vacancy	Staff			
<b>In Attendance</b>				
Rebecca Miles (RM)			Governance Professional	Y

### NON CONFIDENTIAL

ITEM NO		ACTIONS
1.	<b>WELCOME AND APOLOGIES</b> Governors were welcomed to the meeting.  Governors were advised that the Chair would join the meeting remotely when she was able to.	
2.	<b>DECLARATIONS OF INTERESTS</b> The Governors were asked to declare any potential pecuniary interest or conflict of interest with the business to be discussed during the meeting.  None were raised.	
3.	<b>MINUTES OF LAST MEETING AND MATTERS ARISING</b> The part 1 non-confidential minutes of the Governing Board meeting held on the 30.03.2023 were <b>approved</b> and confirmed as an accurate record.  Actions from the previous meeting were reviewed as below:	

	DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
	C/F 22.09.22	4	Complete skills audit- RM to email BSR and CC with the skills audit.	22.06.23	RM, BSR, CC	Reminder was sent. It was confirmed that the skills audit analysis was listed on the present agenda.
	C/F 22.09.22	4	Governor recruitment	26.03.23	SB	It was highlighted that vacancies were shared in the school newsletters and at the year 7 parent's induction. A stand was displayed at the colours evening on 19 <sup>th</sup> April. The HT advised that the staff and parent governor elections would be picked up in September 2023.
	C/F 22.09.22	5	RM to send reminder to CC and BSR to complete their declarations (inc. KCSIE 2022).	21.04.23	RM, CC, BSR	Reminder sent with guidance and offer to help. BSR confirmed that his was now complete.
	30.03.23	9	Jo to send safeguarding training recording to BSR.	21.04.23	EHB	EHB to re-send.
	30.03.23	4	Share recording of governorhub support session once available.		RM	Complete.
	30.03.23	5	RG to share attendance visit report.	21.04.23	RG	Complete.
	30.03.23	7	Governors responsible for the experience spoke to conduct a visit on the personal development curriculum	Autumn Term 2023	BSR, MW	It was agreed that a meeting would be arranged prior to the autumn term.
	30.03.23	9	A representative of the governing body to attend the Chairs meeting on 26.04.2023 at 6pm.	26.04.2023		Complete- PC attended the meeting and advised that he would be happy to share a summary once the minutes are available.
	30.03.23	10	EHB to send an updated risk assessment to be shared on Governorhub.	26.04.2023	EHB, RM	Complete. However, the HT advised that the MAT wishes a new format to be used so this would need to be updated.
	30.03.23	13	Comments on policies to be made by 07.04.23 to EHB and SB.	07.04.2023	ALL	Complete
	30.03.23	13	EHB to update the impact analysis document.	22.06.2023	EHB	EHB advised that the document needed to be reviewed.
<b>4.</b>	<b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b> a. In relation to training, governors were reminded that recordings were available for all sessions that were delivered by Hollis Associates and one session remained for the year. Governors were informed that training would now be provided through the National Learning College and the National Governance Association. b. RG advised that she had been trying to arrange a SEND governor visit and would persist. It was <b>agreed</b> that RG would be responsible for Looked After Children (LAC) and SS would be responsible for Pupil Premium. c. The HT provided an up-date on the position with staff and parent elections under item 3. Governors were advised that the elections would remain on hold until the HT's new Personal Assistant (PA) was in post. d. Skills audit analysis – a report outlining results and recommendations was shared prior to the meeting. It was noted that the skills audit, had highlighted the strengths of the board and the results had been very positive. The Chair raised concerns about the LGB's capacity and welcomed ideas about governor recruitment.					
<b>5.</b>	<b>ANNUAL REPORT: Special Educational Needs and/or Disabilities</b> The SEND report was shared with governors prior to the meeting. A summary was provided by the HT.					

	<p>The school is part of the whole education school improvement programme for SEND and the SEND leadership team is expanding.</p> <p>Governors were informed that there is a focus on providing support to parents of students with SEND and emerging SEND. This includes trying to relaunch SEND coffee mornings with parents.</p> <p>It was highlighted that attendance for students with SEND is the best in the trust and broadly in line with the national average.</p> <p>Coaching has been taking place with Teaching Assistants and a peer-to-peer model is used to share learning. The recruitment and retention of Teaching Assistants continues to be a problem and there are currently 6 vacancies. It was shared that the school intends to offer opportunities to sixth form students wishing to undertake work in this area, as this has previously been successful.</p> <p>Governors were made aware that the number of students reaching the threshold for specialist provision is increasing. However, provision within Leicestershire is limited and schools are being provided with funding to support students who may previously have accessed specialist provision. Consideration is being given for how alternative provision for those students that need it can be funded, given the constraints on the school budget.</p> <p><i>Q: Is the view that students accessing alternative provision will return to mainstream provision?</i>  <i>A: It was confirmed that placements are continually reviewed with a view to return students to mainstream education as soon as possible.</i></p>	
6.	<p><b>HEADTEACHER REPORT</b></p> <p>The HT report was shared with governors prior to the meeting.</p> <p>Governors noted that careers provision had been rated as excellent through a Challenge Partners review.</p> <p>In relation to safeguarding, the HT advised that staff briefings were being used to highlight safeguarding requirements as well as ongoing staff training. The number of safeguarding incidences and referrals made to social care were shared with governors, as well as general patterns (i.e. mental health and encompass calls had increased due to improved ways of reporting concerns).</p> <p><i>Q: Are students able to report safeguarding issues?</i>  <i>A: It was confirmed that students are aware of the process and report incidences.</i></p> <p>The HT advised that attendance continues to improve (93.4%), but is not yet at pre-pandemic levels. The absence rate at the school is currently at 6.6% compared to 9.2% nationally. The Key Stage (KS) 3 and 4 persistent absence rate is 16% compared to a national figure of 27%.</p>	

*Q: There appears to be a steep rise between year 7 and year 8 in regard to persistent absence (almost double the rate). Is there something particular to these year groups?*

*A: It was confirmed that years 8 and 9 are the most challenging on account of missing key parts of their education due to COVID. It was suggested that pre-COVID attitudes around absence had not yet returned. However, attendance at Bosworth is the strongest across the MAT and capacity is being brought in to continually improve attendance. Staff attendance is around 96% but this continues to be lower than pre-pandemic levels. This means there is a greater need for supply staff. Despite this, all subject areas were confirmed to be staffed and it was highlighted that recruitment for new Teaching Assistant posts would take place in the Autumn term.*

*Q: Has student attendance been impacted by the strikes?*

*A: The HT advised that there had been a slight drop in attendance for all year groups apart from year 11. Concerns were raised around the timing of the upcoming strikes due to the proximity of the summer holidays.*

Governors were informed that recruitment would also take place for someone to take on additional operational work within the school.

EHB joined the meeting at 18:33.

Figures relating to behaviour standards were shared.

*Q: Is it anticipated that year 9 behaviour will settle down?*

*A: The HT agreed that years 8 and 9 continue to be a concern and further work is needed with parents as there are instances where parents do not agree with sanctions.*

*Q: How do we support teachers through managing challenging behaviour?*

*A: It was highlighted that a more robust behaviour system continued to be implemented. Staff were receiving training on the new approach. However, it is recognised that recruitment and retention continues to be a challenge.*

*Q: How many newly qualified teachers will join the school next year?*

*A: It was confirmed that there would be at least 1.*

Governors noted that it takes time to support new staff to familiarise themselves with the Bosworth way of doing things in relation to behaviour standards and achieving consistency.

The achievement data provided within the HT report was summarised.

*Q: The disadvantage gap is a concern, what is the school doing about this?*

*A: Governors were informed that some students within the disadvantaged group were doing very well. However, another group were off target despite support being provided. This group were impacting the data overall. The HT advised that it would be possible to provide data on this group along with case studies. It was **agreed** that*

	<p><i>analysis would need to be undertaken on outcomes for students with pupil premium funding and to consider granular data.</i></p> <p><i>Q: Why have the higher prior attaining year 13s not made more accelerated progress?</i>  <i>A: The HT explained that 75% of students were placed in the highest band at the start of A-levels (i.e. predicted to achieve A/A*), due to high teacher assessed grades during COVID. Prior to COVID only around 35% of students would be in the highest band. In addition, some students were undertaking A-levels who may not have otherwise, due to higher teacher assessed grades at GCSE.</i></p> <p>Reading and phonics were discussed. It was explained that interventions/schemes are being trialled and are continued if they make an impact but this is a balancing act with cost.</p> <p><i>Q: How often is printed text used within school, given research suggests that printed text supports reading?</i>  <i>A: The HT advised that students are encouraged to use a ruler to go through texts line by line. Governors were advised that further work would be undertaken next year to improve consistency with this approach.</i></p> <p><i>Q: What consideration is being given for staff with their planning time/wellbeing, given the intention to deliver the real life curriculum?</i>  <i>A: It was confirmed that training is provided to support staff on delivering the real life curriculum. The HT confirmed that detailed thought is being given to how staff can best be supported with the new approach.</i></p> <p>The evaluation of the 2022-23 strategic wheel was not covered.</p>	
<b>7.</b>	<p><b>FINANCE UP-DATE</b></p> <p>The link governor for finance advised that there had been difficulties arranging a meeting with the new business manager. However, a meeting would be arranged soon.</p>	GL to meet with business manager
<b>8.</b>	<p><b>BUSINESS CONTINUITY PLAN</b></p> <p>Governors received the school's business continuity plan as part of its annual review.</p> <p>The HT highlighted that business continuity continues to be a challenge due to rising costs and the financial challenges this presents. Governors were made aware that the budget for 2023/24 would be set as a deficit budget despite reducing planned spending from every budget across the school. It was confirmed that the anticipated teacher and support staff salary increase was built into the budget. As a way to reduce costs further, the number of tutoring posts would be reduced and vacant posts were not always being recruited.</p> <p><i>Q: What are the reasons for the budgetary difficulties?</i>  <i>A: Rising costs in relation to energy and food and anything that is purchased by the school. The reduction in student numbers in year 12 has also reduced the school's income.</i></p>	

	<p>Governors were informed that a greater deficit budget would need to be set in 2024/25 as savings from this year had been used to support the budget for next year (2023/24). It was confirmed that no capital spending is planned due to the budget constraints.</p> <p><i>Q: How are the numbers for the incoming year 7 looking?</i>  <i>A: It was confirmed that Bosworth was the most oversubscribed and applied for school in Leicestershire and therefore the numbers were looking very positive.</i></p>	
9.	<p><b>BUS SUBSIDY</b></p> <p>Governors were provided with background to the bus subsidy and the need to reduce the amount allocated on account of budget constraints. It was highlighted that Bosworth remains the school with the cheapest bus passes on the bus company's website. It was noted that £100,000 would be subsidised across all bus passes and a hardship fund has been set aside for families to apply for if they are experiencing hardship. The school has sent a letter to families with an application form to complete (shared with governors prior to the meeting). The HT made a request for 3 governors to convene a panel in July and September to consider the applications.</p> <p>In response to governor questions, it was confirmed that governors would use the criteria outlined to determine eligibility and how much to allocate. It was highlighted that families in receipt of Free School Meals would already receive a reduction. Around 900 bus passes had been purchased so far for next year (2023/24). The HT advised that consideration was being given to whether a different contract could be agreed with the bus company.</p> <p>The governance professional advised that if possible the panel should not comprise of staff and parent governors. Three governors agreed to form a panel and a provisional date was set for reviewing the applications. The LGB felt strongly that a clear rationale to support the decision making process would be required. It was confirmed that the trusts complaints policy would be followed in light of any appeals against decisions taken.</p> <p>It was <b><u>decided</u></b> that the governance professional would contact the panel with further details.</p>	<p>Governance professional to contact governors involved, with further details around the bus pass hardship panel.</p>
10.	<p><b>POLICIES</b></p> <p>Governors formally <b><u>approved</u></b> the following policies that were approved outside of the last meeting:</p> <ul style="list-style-type: none"> <li>- Leave of absence policy</li> <li>- Medical Needs policy</li> <li>- SEND report</li> <li>- SEND policy</li> <li>- Accessibility policy 2023</li> <li>- Curriculum policy</li> <li>- LAC &amp; PLAC policy</li> <li>- Children with health needs who cannot attend school</li> <li>- Local Offer</li> </ul>	

<p><b>a.</b></p>	<ul style="list-style-type: none"> <li>- Attendance policy</li> </ul> <p>Governors were asked to consider approval of the following policies:</p> <p>Staff wellbeing policy</p> <p><i>Q: In relation to the policy, does every staff member have a coach and who is it?</i>  <i>A: It was confirmed there is a web to ensure that coaches do not have too many people to coach at one time. It was confirmed that coaches are also coached. The HT is coached and receives supervision in relation to wellbeing and receives peer support from networks.</i></p> <p>It was highlighted that before governors were able to agree the policy, further clarity and detail on the out of school working policy was needed and an explanation of what is meant by 'reasonable' in relation to out of school working.</p> <p>Governors were requested to send additional points in relation to the policy to the HT outside of the meeting.</p>	<p>Governors to send any comments in relation to the staff wellbeing policy to the HT.</p>
<p><b>11.</b></p>	<p><b>TRUST UPDATES</b></p> <p>The Chair advised that responses had been provided by trustees on queries raised at the last meeting.</p> <p>In response to the LGB's query regarding the lack of parity over pay for the same roles across the trust, governors were advised that there would be a pay review across the trust.</p> <p>In reply to whether the trust could support governor recruitment through paid advertising, it had been advised that it would be for schools to decide whether they wished to pay for this using their own budget. The central team's Human Resources could be used to place adverts. It was suggested that the Chair could contact other Chairs to share ideas over parent and staff recruitment.</p>	
<p><b>12.</b></p>	<p><b>OPERATIONAL RISK REGISTER</b></p> <p>Governors were made aware that the trust had agreed a new risk register format to use and the risk register would need to be updated using the new format.</p> <p>Key risks were highlighted as:</p> <ul style="list-style-type: none"> <li>- Budget</li> <li>- Recruitment of staff</li> <li>- Provision for SEND</li> <li>- Risk of falling numbers in KS5</li> <li>- Parental complaint to Ofsted</li> <li>- GDPR data breach</li> <li>- Reputational risk from transport and appeals process.</li> </ul>	
<p><b>13.</b></p>	<p><b>INTERNAL AUDIT REPORTS (IF ANY)</b></p> <p>None</p>	

<b>14.</b>	<b>ANNUAL LGB EFFECTIVENESS REVIEW</b> The LGB felt that they would like further clarity from the trust around the annual LGB review and the rationale around asking the Chair to do a 360 review, when this is a voluntary role.	
<b>15.</b>	<b>AOB</b> The resignation of KG was acknowledged. KG wished everyone well and stated how lucky the school was to have such a group of committed and skilled governors. KG also showed appreciation to the school for making all children feel valued as individuals.  The governing body thanked KG and advised that they would miss her skills and experience and passion. Recognition was given for her true understanding of the school and education sector as well as her deep compassion for children. It was shared that staff had always fed back how much they appreciated her visits, questions and support. KG was thanked for her hard work on behalf of the LGB and all school staff and wished all the best for the future.	
<b>16.</b>	<b>2023/24 MEETING DATES &amp; TIME OF THE NEXT MEETING</b> The schedule of meeting dates for 2023/24 were <u>agreed</u> : Thurs 21 <sup>st</sup> September, 5:30-8pm Thurs 2nd November, 5:30-8pm Thurs 18th January, 5:30-8pm Thurs 21st March, 5:30-8pm Thurs 23 May, 5:30-8pm Thurs 4th July, 5:30-8pm	

The meeting ended at 20:36.

#### Action log:

DATE	ITEM NO	ACTION	BY WHEN	BY WHO	UPDATE
C/F 22.09.22	4	Governor recruitment	21.09.2023	SB	
C/F 22.09.22	5	CC to complete declarations (inc. KCSIE 2022).	21.09.23	CC	
30.03.23	9	Jo to send safeguarding training recording to BSR.	21.04.23	EHB	EHB to re-send.
30.03.23	7	Governors responsible for the experience spoke to conduct a visit on the personal development curriculum	Autumn Term 2023	BSR, MW	
30.03.23	13	EHB to update the impact analysis document.	22.06.2023	EHB	EHB advised that the document needed to be reviewed.
22.06.23	7	Meet with business manager regarding finance	21.09.2023	GL	
22.06.23	9	Governance professional to contact governors involved, with further details around the bus pass hardship panel.	Prior to 07.07.23	Governance professional	
22.06.23	10	Governors to send any comments in relation to the staff wellbeing policy to the HT.	07.07.23	Governors/HT	



